



Quick Guide

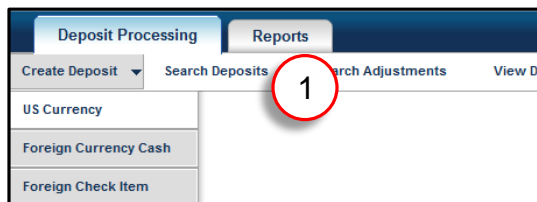
Creating a Deposit

- **Creating a Deposit for US Currency**
- **Creating a Deposit for Foreign Currency Cash**
- **Creating a Deposit for Foreign Check Items**

Creating a Deposit for US Currency

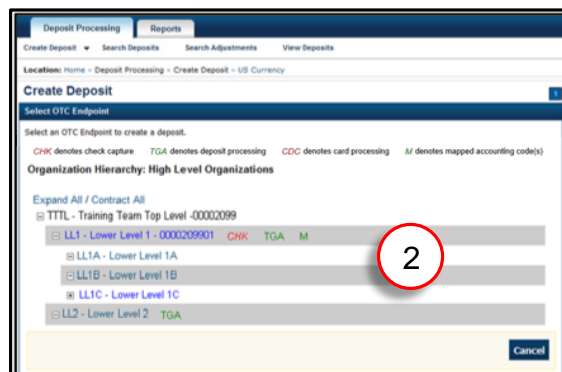
To create a deposit for US Currency:

1. From the **Deposit Processing** tab, select **Create Deposit >** and click **US Currency**.



The screenshot shows the 'Deposit Processing' tab with 'Create Deposit' selected. A red circle with the number '1' highlights the 'US Currency' option in the list.

2. From the **Select OTC Endpoint** page, select the endpoint for which you wish to create a deposit.



The screenshot shows the 'Select OTC Endpoint' page. A red circle with the number '2' highlights the selected endpoint 'LL1 - Lower Level 1 - 000020901'.

3. From the **Step 1 of 3: Define Deposit Preparation Information** page, enter the deposit information.

Under **Deposit Information**:

- Enter the **Deposit Total**
- Select the **Voucher Date**
- (Optional) Select the **Fiscal Year**

Under **Financial Institution Information**:

- Select a **Financial Institution**

(Optional) Under **Agency Information**:

- Enter comments in **Agency Use (Block 6)**
- Enter the dates the receipts are processed in **From:** and **To:**
- Enter the name of the **Alternate Agency Contact**
- Enter the **User Defined Field (UDF)** details if UDFs have been configured for your organization.

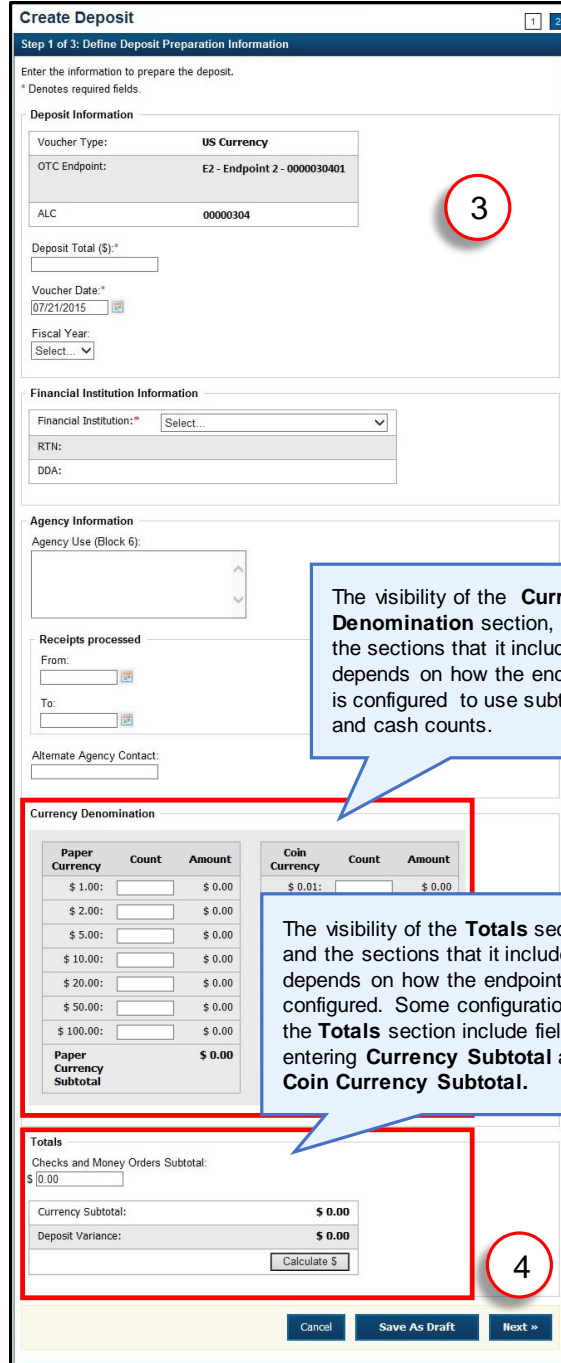
(If available) Under **Currency Denomination**:

- Enter the **Paper Currency Count**
- Enter the **Coin Currency Count**

(If available) Under **Totals**:

- Enter the **Checks and Money Orders Subtotal**
- Enter the **Currency Subtotal**
- Enter the **Coin Currency Subtotal**
- Click **Calculate \$** to determine the **Deposit Variance**.

4. If the **Deposit Variance** is \$0.00, click **Next**. If not, correct the sub-total entries and then click **Next**.



The screenshot shows the 'Create Deposit' form with several annotations:

- A red circle with the number '3' highlights the 'Deposit Information' section.
- A blue callout box points to the 'Currency Denomination' section, stating: "The visibility of the **Currency Denomination** section, and the sections that it includes, depends on how the endpoint is configured to use subtotals and cash counts."
- A red box highlights the 'Currency Denomination' section.
- A blue callout box points to the 'Totals' section, stating: "The visibility of the **Totals** section, and the sections that it includes, depends on how the endpoint is configured. Some configurations of the **Totals** section include fields for entering **Currency Subtotal** and/or **Coin Currency Subtotal**."
- A red box highlights the 'Totals' section.
- A red circle with the number '4' highlights the 'Calculate \$' button.

5. From the *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page, for each subtotal of the deposit:

- Select an **Agency Accounting Code**
 - At least one accounting code entry is required, but additional lines are optional.

If the **Agency Accounting Code** label has been customized at the organization level, the custom label will be displayed here, instead of the default label of “**Agency Accounting Code**.”

Agency Accounting Code List

- Accounting codes will be listed in the drop-down menu:
 - If they *are not* identified as **TAS** or
 - If they *are* identified as **TAS** and designated by **SAM** as **Valid**
- Accounting codes will not be listed in the drop-down menu if they are identified as **TAS** and are in the process of being validated by **SAM**.
- If no accounting codes are listed, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

- Enter the **Amount**
- Click **Add**
 - The combined accounting code subtotals must be equal to the deposit total before proceeding to the next step. If it does not, re-validate the subtotal entries.

6. Click **Next**.

Create Deposit

Step 2 of 3: Define Subtotals by Accounting Code or TAS

Select an accounting code or TAS, enter the amount, and click **Add** for each subtotal of the deposit.

Deposit Total: **\$ 20.00**

Variance: **\$ 0.00**

TAS/AAC*

Amount*

Add >>

TAS/AAC	Description	Amount	Remove
1212	Accounting Code 1	\$ 20.00	<input type="checkbox"/>
Total		\$ 20.00	Update

Note: Providing subtotals by accounting code or TAS for this report will facilitate the reconciliation process currently performed when preparing the monthly Statement of Transactions (SF 224, SF 1299, or SF 1221).

« Previous **Cancel** **Save As Draft** **Next »**

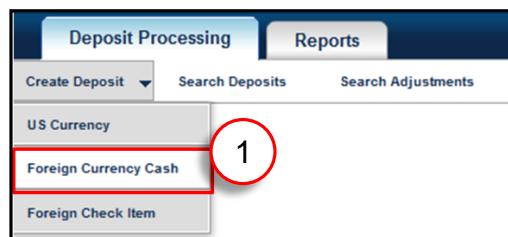
7. The *Step 3 of 3: Review Deposit Preparation Information* page appears. Verify the deposit information is correct and then click **Save As Draft**, **Save for Approval**, or **Submit**.

« Previous **Cancel** **Save As Draft** **Save For Approval** **Submit**

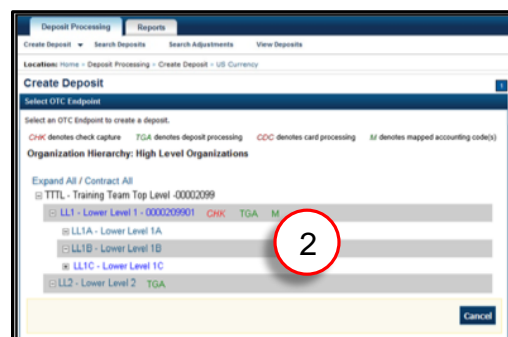
Creating a Deposit for Foreign Currency Cash

To create a deposit for **Foreign Currency Cash**:

1. From the **Deposit Processing** tab, select **Create Deposit** and click **Foreign Currency Cash**.



2. From the **Select OTC Endpoint** page, select the endpoint for which you wish to create a deposit.



3. The **Step 1 of 3: Define Deposit Preparation Information** page displays. If the currency conversion service is not available, "**Currency conversion service is not available**" will be displayed on the page. If you receive this message you may continue preparing your deposit by completing the steps in section a below. If you do not receive the message indicating the service is unavailable follow the steps in section b below.

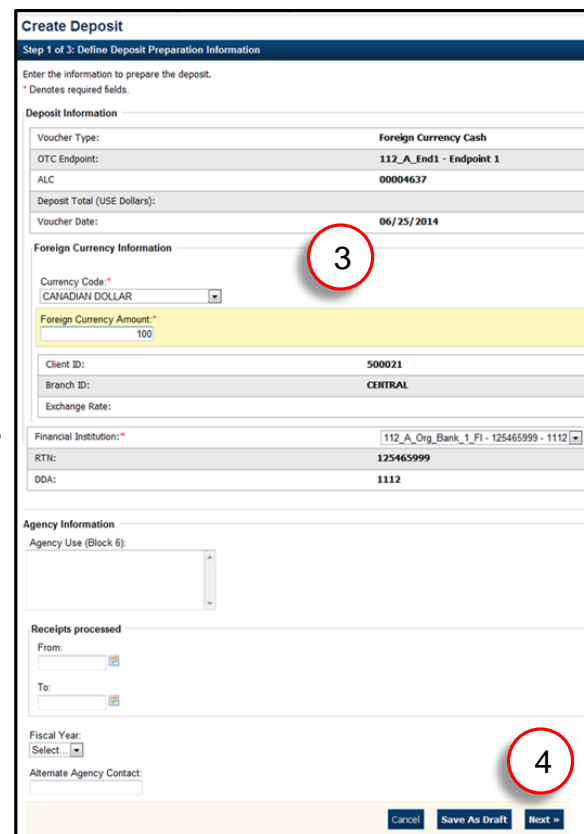
a. Currency conversion service is not available:

- Enter the **Deposit Total (USE Dollars)** in US Equivalent dollars, **Currency Code**, **Foreign Currency Amount** and **Transaction ID**.
- (Optional) Under **Agency Information**: enter comments in **Agency Use (Block 6)**, enter the **From** and **To** dates of the receipts processed, select the **Fiscal Year**, enter the **Alternate Agency Contact**, and, if applicable, enter the **User Defined Field** details.

b. Currency conversion service is available:

- Select the **Currency Code**, enter the **Foreign Currency Amount** and select a **Financial Institution**.
- (Optional) Under **Agency Information**: enter comments in **Agency Use (Block 6)**, enter the **From** and **To** dates of the receipts processed, select the **Fiscal Year**, enter the **Alternate Agency Contact**, and, if applicable, enter the **User Defined Field** details.

4. Click **Next**.



Create Deposit
Step 1 of 3: Define Deposit Preparation Information

Enter the information to prepare the deposit.
* Denotes required fields.

Deposit Information

Voucher Type:	Foreign Currency Cash
OTC Endpoint:	112_A_End1 - Endpoint 1
ALC:	00004637
Deposit Total (USE Dollars):	
Voucher Date:	06/25/2014

Foreign Currency Information

Currency Code: *
CANADIAN DOLLAR

Foreign Currency Amount: *
100

Client ID: 500021
Branch ID: CENTRAL
Exchange Rate:

Financial Institution: *
112_A_Org_Bank_1 FI - 125465999 - 1112

RTN: 125465999
DOA: 1112

Agency Information
Agency Use (Block 6):

Receipts processed
From:
To:
Fiscal Year:
Alternate Agency Contact:

Cancel Save As Draft Next »

5. From the *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page, for each subtotal of the deposit:

- Select an **Agency Accounting Code**
 - At least one accounting code entry is required, but additional lines are optional.

If the **Agency Accounting Code** label has been customized at the organization level, the custom label will be displayed here, instead of the default label of “Agency Accounting Code.”

Agency Accounting Code List

- Accounting codes will be listed in the drop-down menu:
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 - If they *are* identified as **TAS** and designated by **SAM** as **Valid**
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 - If no accounting codes are listed, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.
-
- Enter the **Amount**
 - Click **Add**
 - The combined accounting code subtotals must be equal to the deposit total before proceeding to the next step. If it does not, re-validate the subtotal entries.

6. Click **Next**.

Create Deposit 1 2 3

Step 2 of 3: Define Subtotals by Accounting Code or TAS

Select an accounting code or TAS, enter the amount, and click **Add** for each subtotal of the deposit.

Deposit Total: \$ 20.00
Variance: \$ 0.00

TAS/AAC* Select...
Amount*

Add >>

TAS/AAC	Description	Amount	Remove
1212	Accounting Code 1	\$ 20.00	<input type="checkbox"/>
Total		\$ 20.00	Update

Note: Providing subtotals by accounting code or TAS for this report will facilitate the reconciliation process currently performed when preparing the monthly Statement of Transactions (SF 224, SF 1299, or SF 1221).

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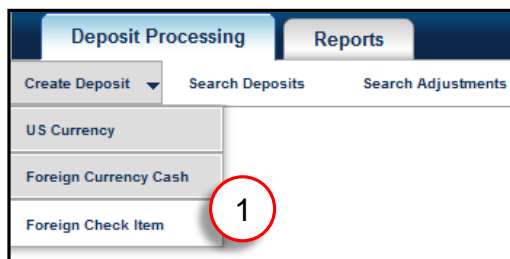
7. From the *Step 3 of 3: Review Deposit Preparation Information* page, verify the deposit information is correct and then click **Save As Draft**, **Save for Approval**, or **Submit**. To edit the information click **Edit** for the corresponding section of the page.

<< Previous Cancel Save As Draft Save For Approval Submit 7

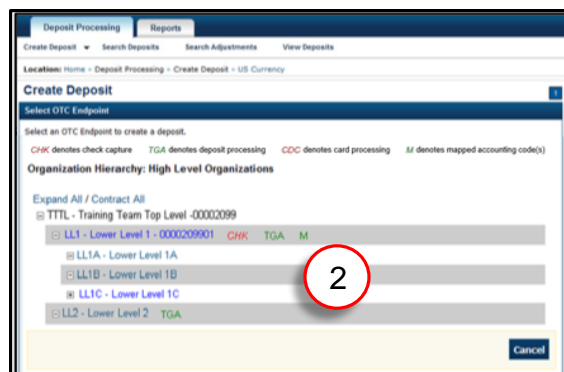
Creating a Deposit for Foreign Check Items

To create a deposit for **Foreign Check Items**:

1. From the **Deposit Processing** tab, select **Create Deposit** and click **Foreign Check Item**.



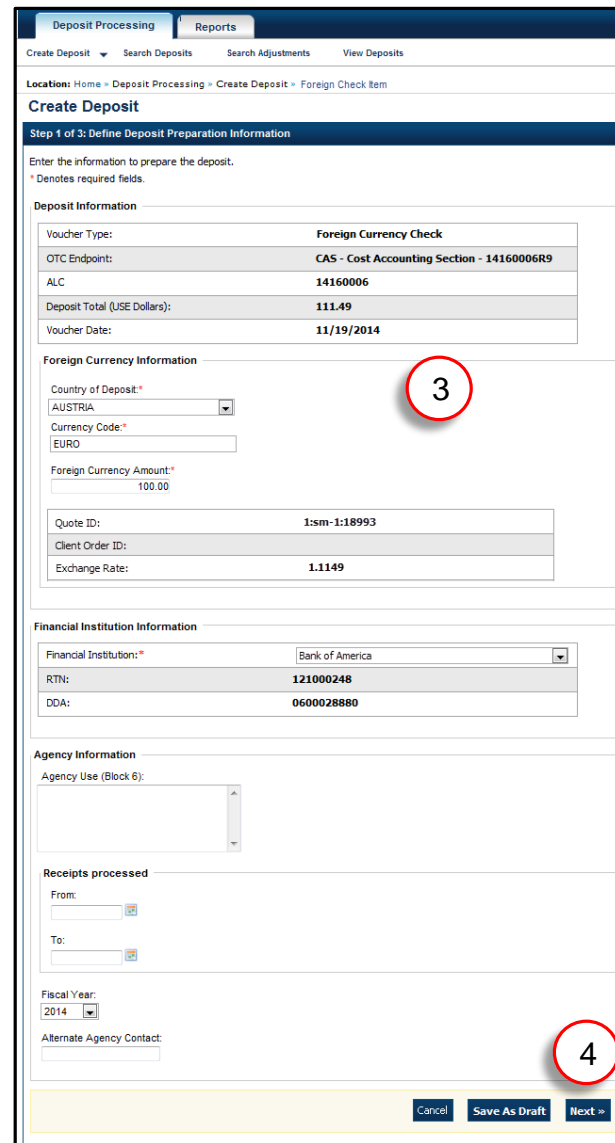
2. From the **Select OTC Endpoint** page, select the endpoint for which you wish to create a deposit.



3. From the *Step 1 of 3: Define Deposit Preparation Information* page, enter the deposit information:

- Select the **Country of Deposit**
 - If the name of the country is not listed, select **"Other."**
 - Once the **Country of Deposit** is selected the currency code is displayed automatically in the **Currency Code** field. If **"Other"** was selected as the **Country of Deposit**, the currency code **"OTHER"** will display.
- Enter the **Foreign Currency Amount**
- Select a **Financial Institution**
- (Optional) Enter comments in **Agency Use (Block 6)**, enter the **From** and **To** dates of the receipts processed, select the **Fiscal Year**, enter the **Alternate Agency Contact**, and, if applicable, enter the **User Defined Field** details.

4. Click **Next**.



5. From the *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page, for each subtotal of the deposit:
- Select an **Agency Accounting Code**
 - At least one accounting code entry is required, but additional lines are optional.

If the **Agency Accounting Code** label has been customized at the organization level, the custom label will be displayed here, instead of the default label of “Agency Accounting Code.”

Agency Accounting Code List

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- If no accounting codes are listed, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

- Enter the **Amount**
- Click **Add**
 - The combined accounting code subtotals must be equal to the deposit total before proceeding to the next step. If it does not, re-validate the subtotal entries.

Create Deposit

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Step 2 of 3: Define Subtotals by Accounting Code or TAS

Select an accounting code or TAS, enter the amount, and click **Add** for each subtotal of the deposit.

Deposit Total (USE Dollars):\$ 111.49

Variance:\$ 0.00

Agency Accounting Code*

Select...

Amount (USE)*

Add>>

Agency Accounting Code	Description	Amount	Remove
BBB005	Testing Recovery	\$ 100.00	<input type="checkbox"/>
TEST-CODE10	Code10 description	\$ 11.49	<input type="checkbox"/>
Total		\$ 111.49	Update

Note: Providing subtotals by accounting code or TAS for this report will facilitate the reconciliation process currently performed when preparing the monthly Statement of Transactions (SF 224, SF 1299, or SF 1221).

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If a country name was selected for **Country of Deposit** in Step 1, amounts will be displayed in US Equivalent (USE) dollar values. If the **Country of Deposit** selected in Step 1 was set to “Other”, amounts will be displayed in foreign currency values.

6. Click **Next**.
7. From the *Step 3 of 3: Review Deposit Preparation Information* page, verify the deposit information is correct and then click **Save As Draft**, **Save for Approval**, or **Submit**. To edit the information click **Edit** for the corresponding section of the page.

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Save As Draft

Save For Approval

Submit